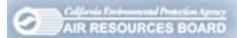
Survey Webcast Training December 3, 2004

Guidelines For Completing The Survey

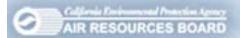
Amy Livingston, 2003 Survey Lead

California Air Resources Board



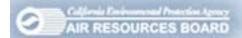
"Guidelines" Topics

- Who must complete the Survey
- Products covered by the Survey
- Selection of product categories and codes
- Grouping of products on the forms
- Submission of product labels



Who must complete the Survey

- Responsible Parties of products reportable under this survey
- Formulators
- Other Companies



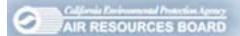
Products covered by the Survey

Recall:

-Two-phases to this comprehensive survey (2003 and 2005)

Refer to:

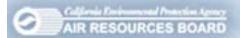
- Types of products to report and not to report (page III-3)
- -The Category List: Attachment A



Types of Products to Report...and not to Report (survey packet page III-3)

Report:

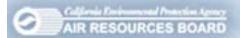
- chemically formulated consumer and commercial products
- over-the-counter drugs (OTC), antimicrobial, and health benefit products
- select pet care products



Types of Products to Report...and not to Report (survey packet page III-3) con't

Do not Report:

- industrial products used exclusively for on-site manufacture or construction of goods or commodities, (except thinners, reducers, and industrial aerosol adhesives)
- Prescription-only drugs
- Aerosol Coating Products (Surveying for 2005)
- Agricultural use products
- Laboratory Reagents
- Refrigerants
- Others...

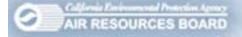


The Category List: Attachment A

- Organized by market sectors
- BOLDED categories are defined
- Categories with 5-digit codes are reportable for this survey (2003), all others are proposed for next survey (2005)

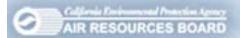
Selection of product categories and codes

- Choose the category that best describes your product, following the product's Principle Display Panel
- Some products will have "Additional Category Codes" to list on FORM 3
- All reportable products will fall somewhere on the list; "Other" categories also provided



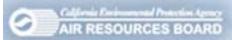
Grouping of products on the forms

- Products can only be grouped if they meet grouping criteria- see definition of *Product Group*
- Products with more than 2% variation in VOC content can not be grouped
- Details of grouping need to be listed on Supplement to FORM 3



Submission of product labels

- For each product or product group reported, one entire label must be submitted
- Labels can be submitted electronically, or by hardcopy
- Labels submitted in 2001 survey may not need to be resubmitted (see criteria on page III-9)



THE END

Guidelines For Completing The Survey

Amy Livingston, 2003 Survey Lead

California Air Resources Board

